



FILM PERMIT APPLICATION AND INFORMATION OUTLINE

This outline provides you with information on how to apply for a Film Permit. We hope that the information will be beneficial in instructing you on what information is required and what steps must be taken to review your application. The more thorough and complete the application submitted to the Town, the better we are able to serve you and help you achieve your goals.

Included is the **FILM PERMIT APPLICATION**. Should you have any questions, please contact the Planning Division at (760)369-6575 x317. The Planning Division is located in the Community Development/Public Works Department building at 58928 Business Center Drive off of Indio and Yucca Trail, north of the Monterey Business Center. You may visit our website for additional information at: <http://www.yucca-valley.org/departments/planning.html>

What is a Film Permit?

A Film Permit is required when taking commercial motion pictures, television pictures, or commercial still photography where the activity involves the use of explosives, combustibles, or other equipment which has the possibility of impacting property or involves the closing of any public street. A permit is also required if the activity involves police or fire services. Exemptions to this requirement would include the news media, family use, and charitable filming that qualify under Internal Revenue Code.

Who approves the Film Permit?

The Film Permit application is reviewed and approved by Planning Division staff. The application materials will be forwarded to the Public Works Dept., the San Bernardino County Sheriff's Dept. and the San Bernardino County Fire Dept. for review.

Fees

The fee for processing a Film Permit is \$210 and must be paid to the Town at the time of application submittal. This does not include fees that may be required by other agencies, such as San Bernardino County Fire Dept. or San Bernardino County Sheriff's Dept. The applicant must also obtain a Business Registration from the Administrative Services. The fee for a Business Registration is \$74.

**Town of Yucca Valley
Community Development Department
Planning Division
58928 Business Center Drive
Yucca Valley, CA 92284
760 369-6575 Fax 760 228-0084
www.yucca-valley.org**

Submittal Requirements

To apply for a Film Permit, the following information shall be submitted along with the completed application form:

- A fully dimensioned site plan of the film location/property to include all buildings/enclosures on the property, parking areas and setbacks from the property lines, location of any street closures or traffic impacts.
- Project description letter including, but not limited to, the nature of the proposed filming activity, dates and times of filming, number of personnel, number of and type of vehicles/equipment.
- Copy of insurance certificate, including an endorsement to the certificate listing the Town of Yucca Valley as additional insured.
- Permit from San Bernardino County Fire Department, if applicable.
- Permit from Cal-Trans, if applicable
- Approval from San Bernardino County Sheriff, if applicable



Film Permit Application

Date Received _____
By _____
Fee \$210.00 _____
Case # _____

General Information

APPLICANT _____ Phone _____

Mailing Address _____ Email _____

City _____ State _____ Zip _____

REPRESENTATIVE _____ Phone _____

Mailing Address _____ Email _____

City _____ State _____ Zip _____

PROPERTY OWNER _____ Phone _____

Mailing Address _____ Email _____

City _____ State _____ Zip _____

Project Information

Property Location(s) _____

Assessor Parcel Number(s) _____

Dates and Times of Filming: _____

Special Effects Permit # _____

Pyrotechnician License # _____

Applicant Signature _____

Property Owner Signature _____

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Owner/Applicant Authorization

Applicant/Representative: I/We have reviewed this completed application and the attached material. The information included with this application is true and correct to the best of my/our knowledge. I/We further understand that the Town may not approve the application as submitted, and may set conditions of approval. Further, I/We understand that all documents, maps, reports, etc., submitted with this application are deemed to be public records. This application does not guarantee approval or constitute a building permit application.

Signed: _____

Date: _____

Property Owner: I/We certify that I/We are presently the legal owner(s) of the above described property (If the undersigned is different from the legal property owner, a letter of authorization must accompany the form). Further, I/We acknowledge the filing of this application and certify that all of the above information is true and accurate. I/We understand that I/We are responsible for ensuring compliance with conditions of approval. I/We hereby authorize the Town of Yucca Valley and or/its designated agent(s) to enter onto the subject property to confirm the location of existing conditions and proposed improvements including compliance with applicable Town Code Requirements. Further, I/We understand that all documents, maps, reports, etc., submitted with this application are deemed to be public records. This application does not guarantee approval or constitute a building permit application. I am hereby authorizing

_____ to act as my agent and is further authorized to sign any and all documents on my behalf.

Signed: _____

Dated: _____

Insurance Requirement Information

1. INSURANCE REQUIREMENTS

Before any permit is issued for any special event, the applicant shall provide the Town with evidence of a policy of liability insurance with an endorsement issued by an admitted insurer in an amount of not less than \$2,000,000. The policy shall name the applicant and the Town of Yucca Valley, its officers, agents, and employees, as co-insured for protection against any loss, claims, liability, injury, and damage of any nature arising out of or in any way connected to the temporary special event conducted by the applicant. The insurance coverage shall be primary and not contributing with any other insurance of the Town. The applicant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self insured retention is increased. The certificate shall not be subject to cancellation or modification until after thirty days written notice to the Town. The cancellation policy shall read as follows: "Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named to the left [The Town of Yucca Valley]." A copy of the certificate shall remain on file.

2. INDEMNIFICATION AND HOLD HARMLESS (FOR EVENTS ON TOWN PROPERTY)

The applicant is solely responsible for any damage, loss, accident or injury to persons or property resulting from the use of Town facilities. Applicant shall be responsible for control and supervision of the people in attendance during the use of the facility and shall see that no damage is done to furnishings, fixtures or any part of the facility. Any violation of the Town Rules and Regulations can result in a denial of further permits and, in case of damage to a facility, financial reimbursement for repair or replacement will be demanded.

I, the undersigned, have received and read a copy of the Town Rules and Regulations concerning the use of Town facilities and agree to comply with them. I, or my representative, agree to be present during the entire period of use of the facility by the applicant organization.

(FOR EVENTS ON TOWN PROPERTY OR FOR EVENTS NOT ON TOWN PROPERTY)

Applicant shall hold harmless, defend and indemnify the Town of Yucca Valley, its officers, officials, employees and volunteers from and against all demands, claims, damages, losses and expenses (including attorneys' fees), judgments or liabilities which actually or allegedly arise out of the issuance of the Special Events permit described herein or the events permitted hereby, including but not limited to any act or omission of the Applicant, its agents, employees or subcontractors directly or indirectly responsible to Applicant; excepting those claims, demands, damages, expenses (including attorneys' fees), judgments and liabilities resulting from the sole negligence or willful misconduct of the Town.

Applicant shall notify the Town in writing immediately in the event of any accident or injury arising out of or in connection with this Agreement.

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